Please amend and/or or remove any text in red

<SPONSOR LETTERHEAD>

**Department of Home Affairs**

Employer Sponsored Permanent Entry

<Date>

Dear Sir/Madam

We write this letter in support of the 186 Employer Nomination Scheme application for <applicant name>.

<Applicant> has been working for <employing entity name> in the role of <position title> since <first date of employment> as the holder of a TSS/457 visa.

OR

<Applicant> has been working for <employing entity name> in the role of <position title> since <first date of employment>, and since <date of 457/TSS visa approval> as the holder of a TSS/457 visa.

*Include only if the applicant is employed by an ‘associated’ entity:* We confirm <Employing entity name> is an associated entity to <sponsor name>. Please provide some additional context here – i.e. the entities share Directors, the sponsoring entity is the parent company of the employing entity.

*Include only if the applicant has changed role or been promoted:* <Applicant name> began their employment with us in the role of <position title>. On <date> they were promoted to the role of <current position title>. We confirm that outside of a natural increase in responsibility, the duties of the role have not significantly changed.

During this time <applicant name> has taken no periods of unpaid leave.

OR

During this time <applicant name> has taken XX days of unpaid leave.

We confirm the employment offer dated <date> is still in place and that outside of a salary increase to <current salary>, the employment conditions remain largely unchanged and in line with National Employment Standards.

Finally, we confirm the offer of employment to <name> is permanent and ongoing: that is, we extend the offer of employment for a period of at least two years from the date the visa is granted.

If you have any questions or require further confirmation please do not hesitate to contact us.

Yours Sincerely

<NAME>

<POSITION TITLE>

<BUSINESS NAME>